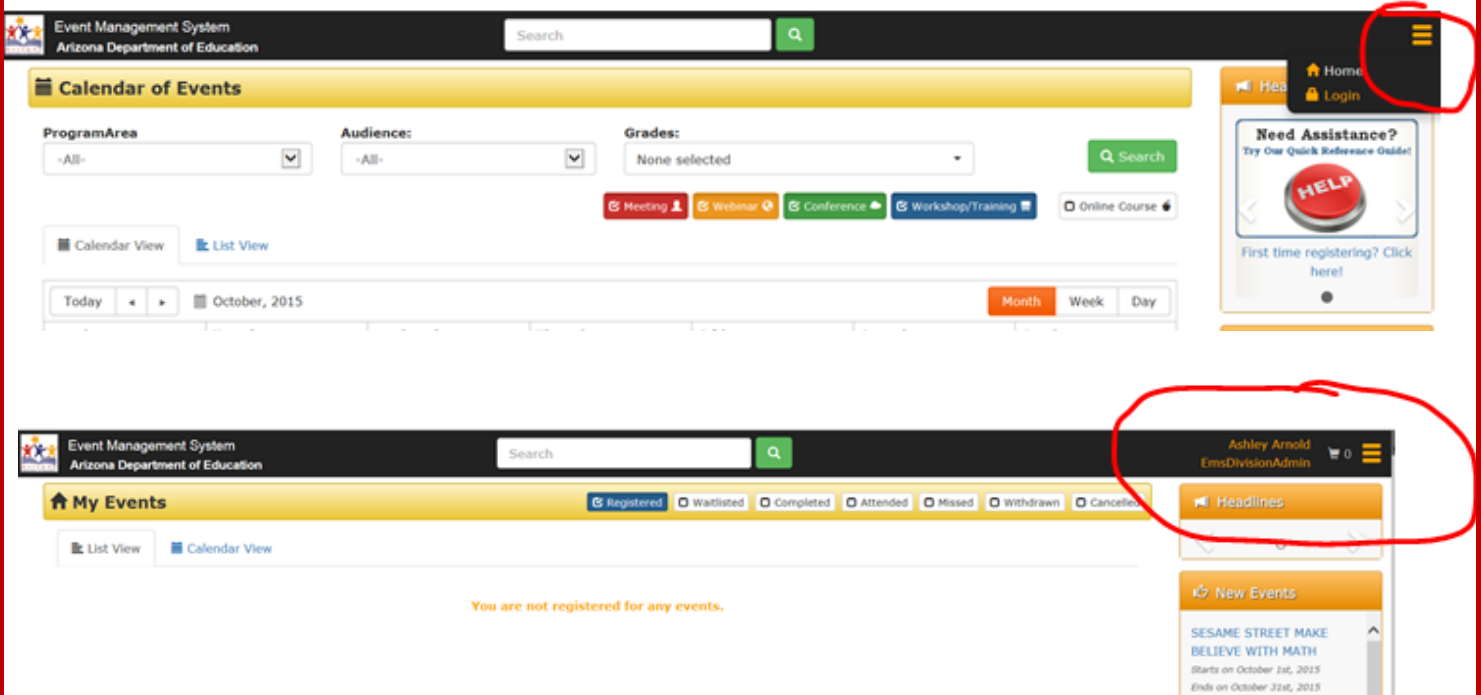


## Steps to Register:

1. To register, click here: <https://ems.azed.gov//home/SearchResults?SearchString=nslp>
2. Click on the white title of **Designing Your Employee Training Plan: A Course for School Nutrition Directors** (\*Please make sure to look at the date and location you wish to attend)
3. By clicking the white title, it will bring up a pop-up. Click the green **Register Now** button on the bottom right of that pop up.
4. By clicking '**Register Now**', it will bring another pop-up; **Do you have ADE Connect, Yes or No.**
- 4a. If you **do not** have an ADE Connect account, click **No** and create one. You will then need to fill out some basic information. After completing the basic information section, the system will generate an E-mail to the E-mail address you provided on that page. That generated E-mail will have a temporary password in the body of the E-mail (it can take up to 20 minutes to an hour to receive that generated E-mail). When you get that E-mail, log into the EMS system: <https://ems.azed.gov/Home/Calendar>
5. To log in: You need to click the three **yellow lines** on the top right of the screen (see **red circle** below).



When you get logged in, you should see your name on the top right (see **red** circles above).

Right when you log in, it will prompt you to create your own password.

\*Creating the account is a one-time thing. After that, you can register for any training at any time by logging in with your Email address and your password you created.

Please call me if you need help registering.

**Ashley Arnold: 602-542-9871**